

**UNIVERSAL WASTE MSA CONTRACTOR PERFORMANCE REPORT**

This form is to be used to identify and report contractor performance via use of this Master Service Agreement (MSA). Please complete and forward to the MSA Contract Administrator at the Department of General Services (DGS), Procurement Division (PD).

**1. GENERAL INFORMATION (please print)**

Date: \_\_\_\_\_ MSA Agreement Number: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Order Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

**2. OUTSTANDING PERFORMANCE**

Have you hired this Contractor previously? YES \_\_\_\_\_ NO \_\_\_\_\_

Briefly explain the situations/work performed by the Contractor that made their performance outstanding:

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**3. PROBLEM REPORTING**

Has the problem been resolved? YES \_\_\_\_\_ NO \_\_\_\_\_

Provide a brief explanation of the situation that resulted in the problem:

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Discuss what has been done by the Contractor and your Agency to resolve the problem:

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*(Attach additional page(s) if necessary)*